

SANDY CITY  
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u> Cross-Connection Specialist	<u>Revision Date:</u> 06/06 <u>EEO Function:</u> Utilities & Trans. <u>EEO Category:</u> Skilled Craft <u>Status:</u> Non-Exempt <u>Control No:</u> 30520
----	--	---

II. Summary Statement of Overall Purpose/Goal of position:

Under the general supervision of the Assistant Operations Manager, administers the department cross-connection program, assists with drinking water quality testing and monitoring.

III. Essential Duties

- C Perform system sanitary surveys and inspection of water customer plumbing systems relating to cross-connection control and backflow prevention.
- C Perform initial and follow up on-site inspections of existing and new facilities for compliance to cross-connection control and backflow prevention requirements.
- C Establish and maintain records of backflow assembly inventory, assembly test reports, inspections, and cross-connection incidents.
- C Coordinate compliance notification relating to the cross-connection control program
- C Assist in collection of water samples for analysis.
- C Investigate reported or suspected backflow incidents.
- C Keep appraised of state cross-connection regulations and plumbing code requirements.
- C Install, test, and maintain City owned backflow assemblies.
- C Assist in educating City Personnel, Sandy City water users and the public in cross-connection control and backflow prevention.
- C Maintain backflow test equipment and tools.

IV. Marginal Duties

- C Interact with various public agencies.
- C Assist other Public Utilities divisions as needed
- C Assist with safety and OSHA programs.
- C Perform other duties as assigned.

V. Qualifications

**Education:** High School Diploma or equivalent required.

**Experience:** Two years of experience in waterworks or closely related field; cross connection control experience preferred.

**Certifications/Licenses:** Utah Grade IV Water Distribution Operator Certification; Utah State Grade II Backflow Technician certification; valid Utah driver license; UDOT Flagger Certificate required within three months of hire.

**Probationary Period:** A one-year probationary period is a prerequisite to this position.

**Knowledge of:** State of Utah Rules for Public Drinking Water Systems including the Cross-Connection Control Program; current edition of the Plumbing Code as adopted by the State of Utah; current State approved backflow assembly testing procedures and test equipment used; OSHA Confined Spaces and Lock Out / Tag Out regulations.

**Responsibility for:** Quality standards, design methods; responsible for using professionalism when explaining to outside agencies the various projects that Sandy City is involved in; great responsibility for the care, condition, and use of materials, equipment, money, and tools; moderate responsibility for making decisions that affect the activities of other people.

**Communication Skills:** Communicate effectively both verbally and in writing; stay current on all relevant information and inform personnel and the public regarding City water ordinances and procedures, safe drinking water rules and OSHA requirements; contacts with other departments, furnishing and obtaining information; contacts with other governmental agencies; regular and frequent outside contact with persons of influence; requires well developed sense of strategy and timing; requires written and verbal communication skills; assists with public awareness presentations.

**Tool, Machine, Equipment Operations:** Regular use of approved backflow assembly test gages, computer and software, basic hand tools.

**Analytical Ability:** Establish effective working relationships with employees and the public; follow both written and verbal instructions.

VI. Working Conditions:

Moderate pressure and fatigue are present in this position due to frequent exposure to deadlines; constant attendance is required with 24 hour on-call status for emergency operations; work requires frequent supervision; regular exposure to unpleasant or hazardous working conditions caused by water, noise, dust, heavy equipment, toxic fumes, heights, and high voltage equipment: work in trenches, vaults, and manholes: outdoor work in all types of weather; moderate climbing/balancing and constant stooping and kneeling are required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved classification specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_